

Hall of Records
Commission

REQUEST FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE
NO. **C-184**
PAGE
NO. **1.**

1. Requesting Agency

HOWARD COUNTY BOARD OF EDUCATION

2. Division or Bureau of Requesting Agency

SUPERINTENDENT

3. Authorization Requested (Check only one of the squares below).

☐ **A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ **B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ **C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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1. MINUTES OF THE PROCEEDINGS OF THE COUNTY BOARD OF EDUCATION

Size: 9" x 12"
Dates: 1933 - -
Quantity: 8 volumes
File Arrangement: Chronological

The minutes of proceedings of the County Board of Education give the date of the meeting, the membership present, and a summary of the business transacted.

RECOMMENDATION: RETAIN PERMANENTLY.

2. TEACHERS' FOLDERS

Size: Letter size
Dates: 1900 - -
Quantity: 4 file drawers active, 5 inactive
Total 9 file drawers
File Arrangement: Alphabetically by name
Index: Teachers' Record File

This file contains all or some of the following records:

Applications for Retirement System
Assignments to schools and grades
Certifications and Transfers
Change in Status Sheets

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7. Agency, Division or Bureau Representative

<i>[Signature]</i> Signature	<i>[Signature]</i> Title	<i>2/21/61</i> Date
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Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

<i>3/7/1961</i> Date	<i>Martin S. Redolf</i> Archivist	<i>MAR 14 1961</i> Date	<i>[Signature]</i> Secretary
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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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Classroom Observation Reports by Principals and Supervisors
Correspondence between the Board of Education and the teacher, State Board of Education, schools and colleges
Health Certificates
Letters of Resignation
Memoranda and Special reports
Ober Oath (subversive activities)
Payroll information sheets
Personnel Credential Records
Professional Growth Forms
Reports on Physical Examinations
Salary Change forms
Teacher Applications, recommendations, transcripts of education records
Teacher's Contract
Teacher's Experience Record

The Teachers' Folders are of pocket type with headings and blank entry spaces on one side for the name of the school, number and district, the name of the teacher, address and phone number, degrees, Social Security number, the type of teaching certificates issued with the dates of issue and expiral, the names of colleges attended, credits received and dates; the reverse side of the folder contains space for salary certification giving the date and years of experience, the step on the salary schedule, the base salary, degrees obtained, date of separation and reason for separation, a medical record giving the dates of filing medical reports, date of application for a position and of filing a photograph, date of the contract, date of filing withholding statements, date of filing the Ober Oath (subversive activities), date of references and names, date of filing application for Teachers' Retirement System, date of filing teaching certificates, and space for other comments and notations. Frequently papers are returnable to the teacher upon request and the notations on the outside of the jacket are considered proof by the Board that such papers have been filed. The recommendation below applies to (A) counties which do not have microfilm programs and (B) counties having microfilm programs.

RECOMMENDATION: A. RETAIN FOLDERS AND CONTENTS PERMANENTLY
B. RETAIN FOLDERS AND CONTENTS FOR TEN YEARS AFTER TERMINATION OF SERVICE, THEN MICROFILM AND DESTROY CONTENTS OF FOLDERS; RETAIN MICROFILM PERMANENTLY.

3. EMPLOYEES' FOLDERS

Size: Letter size
Dates: 1961 - -
Quantity: 1 File drawer
File Arrangement: Alphabetically by name of employee

The file covering school secretaries, cafeteria and custodial employees was initiated in January, 1961, and the folders will contain some or all of the following papers:

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Andrew Stokely
SECRETARY

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4. Item No. 5. Description of Records
Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.

Employment Application
Oath (subversive activities)
W-4 Form, Federal Withholding Exemption Certificate
MW-507 Form, Maryland Withholding Exemption Certificate
Health Certificates
X-ray Regulation form
Change in Personnel Card
Teachers' Retirement System Enrollment Form (Secretaries only)

The W-4 and MW-507 Withholding forms appear only in the school secretaries' folders at the Board; they are retained at the school level for custodial and cafeteria employees. The recommendation below applies to (A) counties which do not have microfilm programs and (B) counties having microfilm programs.

RECOMMENDATION: A. RETAIN FOLDERS AND CONTENTS PERMANENTLY
B. RETAIN FOLDERS AND CONTENTS FOR TEN YEARS AFTER TERMINATION OF SERVICE, THEN MICROFILM AND DESTROY CONTENTS OF FOLDERS; RETAIN MICROFILM PERMANENTLY.

4. SALARY CERTIFICATION AND EXPERIENCE SHEETS

Form No.: IBM
Dates: 1932 - -
Quantity: 1 file drawer
File Arrangement: Chronological by school
Audit: Biannual outside audit

The Salary Certification Sheets are coded giving the school, the name of teachers, the salary by teacher, the step on the salary schedule, the certificate status, the degrees held by each teacher, and teaching position. Turnover sheets (changes in personnel or salaries), are prepared three times a year for correction of the Certification Sheets and copies of both the Certification Sheets and Turnover Sheets are sent to the State Board of Education. The Certification Sheets are the basis for preparation of the Payroll Journal in the Finance Division.

RECOMMENDATION: RETAIN FOR FIVE YEARS AND THEN DESTROY.

5. HIGH SCHOOL GRADUATES CARDS

Size: 4" x 6" and 8 1/2" x 11"
Form No.: 7058, 7142
Quantity: 5 card files, 2 file drawers
Dates: 1923 - -
File Arrangement: By school and name of pupil

The Graduates' Cards are photographic reproductions prepared by the high school, giving the name of the pupil, the school and the courses taken and the grades received. The old form (#7058) was superseded by the more detailed #7142 form, Achievement and

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Andrew Steadick, Jr.
SECRETARY

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Attendance Record. This file should be kept permanently as a record which might be required to establish age for Social Security purposes, aid in employment investigations, or to reestablish identity in case of disaster.

RECOMMENDATION: RETAIN PERMANENTLY.

6. SCHOOL LUNCH AND SURPLUS COMMODITY FILE

Size: Letter size
Dates: 1952 - -
Quantity: 2 file drawers
File Arrangement: By subject
Audit: State and Federal

This file is composed of the following records:

Administration reports on the School Lunch Program
Available commodity reports
Direct Distribution Commodity Agreements
Invoices and receipt copies (to and from schools)
Inventory reports
Notifications of availability and shipment receipts from schools
General correspondence
Special Milk Program applications and supporting papers
Reports on exchange of commodities between schools

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED (STATE AND FEDERAL), WHICHEVER IS LATER, AND THEN DESTROY.

7. FEDERAL REIMBURSEMENT REQUESTS

Form No.: Title III, and Title V, V-A and V-B
Size: 8 1/2" x 11"
Dates: 1959 - -
Quantity: 1 file drawer
File Arrangement: Chronological
Audit: Biannual outside audit

This file is composed of copies of the annual reimbursement request forms forwarded to the State Department of Education for federal reimbursement under Titles III and V of the National Defense Education Act of 1958 for expenditures for equipment and salaries in teaching science, mathematics, and modern foreign languages and for guidance, counseling, and testing. Extra copies for elementary and secondary schools are filed separately.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED (STATE AND FEDERAL) WHICHEVER IS LATER, AND THEN DESTROY.

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MAR. 14 1961

Andrew H. H. H.
SECRETARY

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity. (cubic, or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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8. PLANS, MAPS AND PLATS FILE

Dates: 1900 - -
Quantity: 20 map drawers

This file is composed of original tracings and tracing copies of school building plans, plats, and maps, including the working file as follows:

Construction tracings and copies
Property tracings and copies
Elevations
Blue prints

Excess copies of tracings may be destroyed if the original tracing exists, otherwise the copy should be retained. The working file is composed of tracing copies, elevations and blue prints which have been annotated from time to time and cover current and future projects as well as some closed projects. The closed projects portion of the file is often of considerable value to current work and closed projects may also be reactivated in constructing additions and alterations.

- A. RECOMMENDATION: RETAIN ORIGINAL TRACINGS PERMANENTLY.
- B. RECOMMENDATION: RETAIN THE WORKING FILE AND THE TRACING COPIES FOR WHICH NO ORIGINAL TRACING EXISTS.
- C. RECOMMENDATION: DESTROY ALL OTHER TRACING COPIES AND BLUE PRINTS AFTER FIVE YEARS.

9. GENERAL FILE

Size: Letter size
Dates: 1888 - -
Quantity: 12 file drawers, 20 bundles
File Arrangement: By subject and chronological

The Superintendent's General File is composed of two classes of records, each with different retention periods as follows:

CLASS A

Agreements on accepted bids
Bids (accepted)
Contractors' Bonds
Estimates on accepted bids
Physically Handicapped
Proposals (on accepted bids)
School Building Accounts

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Richard W. Stead
CLERK

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Specifications (on accepted bids)
School Building Accounts
Teachers' Insurance
Insurance Policies

A. RECOMMENDATION: RETAIN RECORDS UNDER CLASS A PERMANENTLY.

CLASS-B

Expired insurance policies
Financial Reports
General Correspondence: Parents and P.T.A.; State and
County Agencies; Public Works Administration
Memoranda
Presentations
Receipt copies
Unaccepted Agreements, Bids, Estimates, Proposals and
Specifications
Work papers

B. RECOMMENDATION: RETAIN RECORDS UNDER CLASS B FOR FIVE YEARS AND
THEN DESTROY.

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MAR 14 1961

Richard Steubert
MAR 14 1961